Approved For Release 2001/11/01 : CIA-RDP78-05054A000100100050-2 S-E-C-R-E-T

INSTRUCTION NO. LI 45-6

LI 45-6 LOGISTICS Revised 11 April 1967

PART II

MATERIEL DISCREPANCIES - U. S. GOVERNMENT SOURCES

1. POLICY

- a. Discrepancies arising in connection with the initial receipt of materiel pursuant to orders placed with other U. S. Government agencies shall be considered:
 - (1) Consequential, if the dollar value is (a) \$25.00 or more per line item for overages or erroneous material, or (b) \$100.00 or more per line item for material technically rejected, short, damaged, defective or lost in transit; and
 - (2) Inconsequential, if the dollar value is (a) less than \$25.00 per line item for overages and erroneous materiel, or (b) less than \$100.00 per line item for materiel technically rejected, short, damaged, defective or lost in transit. (For

the Supply Division will accomplish specific accounting documentation for discrepancies in these categories of materiel. The inconsequential classification will apply only to our settlement with other U. S. Government agencies.)

- b. Credit billings will be requested for all consequential discrepancies, after investigation and validation of shipping data. The Office of Finance will be advised accordingly.
- c. Inconsequential discrepancies will be accepted, and no action will be taken to obtain adjustments from suppliers or carriers.
- d. When latent discrepancies are disclosed subsequent to the time a Receiving Report is processed, requests for credit billings from suppliers or claims against the carriers will be submitted or internal adjustments will be made, at the discretion of the Chief, Supply Division, OL.

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GROUP I
Excluded from automatic
downgrading and
declassification

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e. Supplier's adverse decisions to requests for credit billings may be challenged and appealed to the Comptroller of the supplying activity through the Director of Finance when the amounts are significant (\$1,000.00 or more).

25X1A

- Activities, authorized direct procurement through General Services Administration (GSA) shall resolve discrepancies in accordance with the policy and in the manner prescribed by the local GSA Regional Office.
- 2. RESPONSIBILITIES
- a. Supply Division (OL/SD) shall:
 - (1) Record discrepancies and the reasons therefor. In instances of damage or loss in transit, note details such as the condition, the probable cause and whether the carrier's representative inspected the material, accepted or disclaimed responsibility prior to his departure from the receiving area.
 - In co-ordination with the requisitioning office,
 (2) Determine if items lost in transit, received short, damaged or having latent defects are to be reordered or cancelled.
 - (3) Determine if overshipments or erroneous materiel is acceptable to the originating office or for acceptance in the Agency stock system.
 - (4) Resolve discrepancies within the intent of this instruction and in compliance with applicable directives of the supplying activity.
 - (5) Cancel or reorder replacement and short items when requested by the originating office.

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- (6) Request adjustments on billings for consequential discrepancies per paragraph 1.b. above.
- (7) At the discretion of the Chief, Supply Division, challenge and appeal adverse decisions of the supplying activity relative to requests for credit billings, per paragraphs 1.b. or 1.d.
- (8) Advise the Office of Finance of action taken to adjust billings.
- (9) Advise Receiving Activities of action to be taken when discrepancies are disclosed.
- b. Logistics Services Division (OL/LSD) and Printing Services Division (OL/PSD) shall follow the procedures for receiving activities (paragraph 3. below) when discrepant deliveries are in connection with material delivered directly to their receiving area as a result of a U. S. Government procurement initiated by OL/SD.

3. PROCEDURES

a. General

- (1) Receiving Activities shall prepare Receiving Reports, Form 2216a, 595, or their equivalent for all material received. Item(s) shall be inspected for compliance with the procurement instrument, MILSTRIP/FEDSTRIP Orders (Form 2216), or Letter Order. Discrepancies shall be noted by the Receiving Unit or the Technical inspector as appropriate.
- (2) Receiving Reports that involve shortages, overages, damages, unacceptable materiel, partial or total losses of shipments, and shipments received with latent defects shall be annotated as consequential discrepancy or inconsequential discrepancy in accordance with paragraph 1.a.(1) or (2) above.

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